

At the Budget Session, held on Monday, February 25, 2013, at 3:00 P.M., in the Board Room of the Greenville County Government Building, 1781 Greenville County Circle, Emporia, Virginia.

Present: Michael W. Ferguson, Vice-Chairman  
James C. Vaughan  
Dr. Margaret T. Lee

Absent: Peggy R. Wiley, Chairman

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Vice-Chairman Ferguson called the meeting to order.

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In Re: Approval of the Agenda

Mr. Whittington stated that Staff recommended approval of the Agenda.

Supervisor Lee moved, seconded by Supervisor Vaughan, to approve the Agenda as submitted. Voting aye: Supervisors Lee, Vaughan and Vice-Chairman Ferguson.

Mr. Whittington stated that the budget would be done differently this year compared to previous years and that Mrs. Brenda Parson would be taking the lead regarding the budgetary information.

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In Re: Proposed Budget for FY2012-2013

Mrs. Parson stated that the Board had a schedule of today's information, which included a budgetary print out of the departments and the request for funding in FY2014. She then stated that the black budget book contained all the information that would be referred to during the budget meetings. She also stated that the department heads should be prepared to discuss the items with the Board. Mrs. Parson further stated that the majority of the appointees today were constitutional officers and then explained to the Board how to locate the items as they would be discussed during the meeting.

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In Re: Proposed Employee Health Insurance for FY2013-2014

Mrs. Parson stated that Staff had received the proposed rates from the Local Choice Health Benefits Program and that there were no changes in the amounts and that the price had

not increased. She stated that the County currently offered two plans and that Staff was requesting approval of the following items:

1. The County will continue to offer two plans to the employees, Key Advantage 500 and Key Advantage Expanded, and
2. The County will continue to pay \$495.00 per month/per employee for both plans.

Supervisor Lee moved, seconded by Supervisor Vaughan, to approve the Local Choice Health Plan. Voting aye: Supervisors Lee, Vaughan and Vice-Chairman Ferguson.

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#### In Re: Proposed 4% Increase for Employees

Mrs. Parson addressed the Board of Supervisors stating that the employees of the County nor the Water and Sewer Authority had received an increase in several years and Staff's recommendation was for a 4% increase straight across the board. She stated that as for past year's, employees no longer received a merit nor COLA increase.

Mr. Whittington asked if there were any additional information that Staff could provide the Board of Supervisors in justifying the 4% increase.

Supervisor Ferguson informed Staff of the state's recommendation for state employees which was a rate increase of 3% that had been cut back to 2% plus \$50 over five years toward their retirement. He also stated that his understanding was that it was going to be \$600 per year. He then asked that Staff calculate the 2% increase plus funding toward the retirement per year of service after 5 years, calculate the difference for the 3% bonus that the County did not receive in December 2012 as state employees and calculate the 4% increase staff was recommending so that the Board of Supervisors could review the difference in the amounts.

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#### In Re: Dorothy Kea, Registrar

Mrs. Kea addressed the Board of Supervisors stating that she had completed some figures to include what was left in her budget at the end of this fiscal year. She stated that at the end of the year, if her assistants worked normal shifts, she would have \$911.50 left in the part-time salary line item. She stated that the figure did not account for any time that she may want or need off for more than one day at a time between now and the end of the fiscal year.

Mr. Whittington stated that at \$911.00 divided by \$9.00 an hour, it would give the Registrar's Office about 100 hours that they could work over and above their normal schedule for Mrs. Kea's vacations and sick leave.

Mrs. Kea stated that she figured about 25 ½ days or 12 full days that she needed for spare. She then requested that if the Board of Supervisors approved the additional funding in the amount of \$500 to allow her 55 more hours, she would not feel as though she was on a tight schedule and would not be afraid to take any time away from the office.

Mr. Whittington stated that if \$500 was added to her budget, the total budget would be approximately \$108,625.

Vice-Chairman Ferguson asked if there were any questions. There were none.

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In Re: Alice Whitby, Finance Department

Mr. Whittington explained to Alice the calculations the Board of Supervisors would like available at the next meeting regarding employee increases in contrast to Staff's recommendation of 4% across the board for all employees. Mrs. Whitby then reviewed the proposed finance budget by each line item. She stated that under the line item for professional services- workers comp audit, it would be reduced from \$6,000 to \$1,000; postal services increased from \$1,800 to \$1,900 due to an increase in the postage rates; a decrease in telecommunications from \$200 to \$125, an increase in dues and associations from \$450 to \$800 due to BAI Obtaining Users Group and that she was a member of the American Payroll Association; a decrease in the City Year End Bill Adj. from \$10,000 to \$5,000. He also stated that with the deletion of the reimbursement to the state, it saved the County \$71,000 and then stated that the final proposed budget total would be approximately \$275,090.

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In Re: Tolls on I-95

Mr. Whittington read a press release in regards to the General Assembly approving a transportation bill that prohibited tolling facilities on I-95 without the General Assembly's approval. He then gave background information regarding I-95 Tolling.

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In Re: Reggie Owens – Emergency Management

Mr. Owens addressed the Board of Supervisors stating that in the line item for telecommunications, he was requesting \$500 to install an air card in the emergency management vehicle to access the internet while on the highway during emergency services calls. He stated that he decreased the travel and training line item due to that the majority of the meetings he attended for emergency management had been conducted in Richmond and he always stayed with his son and not paid for a hotel room. He also stated that this year, there were not as many meetings in Richmond as it was going to be in the tidewater area and that he was scheduled to go to a training symposium at the Homestead was the reason for requesting an increase from \$600

to \$850, and that he was still not sure if that amount would be enough to cover expenses. Mr. Owens then stated that for wear and apparel he was requesting \$500 to buy shirts and jackets with the County logo to be utilized during emergency services events and day-to-day work because he had to deal with the public a lot.

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In Re: Reggie Owens - Animal Control

Mrs. Parson stated that there was about a \$2,000 increase showing from this year's current budget from \$94,388 up to \$96,129. He stated that he had factored in the costs of the water and sewer and the euthanization of the animals. He stated that he had also asked for a slight increase to cover the increases that came about from buying retail supplies for the facility from different vendors.

Dave stated that in the repair and maintenance services line item, he saw that \$350 was budgeted for this year, nothing spent, but the request was for \$1200. Mr. Owens stated that due to the age of the animal shelter, some of the equipment needed to be replaced and he explained some of the repairs that needed to be performed and that they were not covered under warranty.

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In Re: Kay Callahan – Clerk's Office

Mrs. Parson stated that Mrs. Callahan had a personnel request and a capital outlay request. She stated that it appeared that the Clerk's Office was receiving funds from the state for a portion of the position and what was being requested from the County was an additional \$3800 to keep the part-time position. She also stated that Mrs. Callahan had spoken with Mrs. Whitby regarding the total cost and it included the FICA.

Mrs. Callahan stated that they had been working with the temp agency and found out that the Clerk's Office would save money by bringing the part-time position under the County and the state. She stated that when the Clerk's Office lost two of its employees, it left some money under the compensation board funding to their credit for an employee line item but it was not enough to hire a full time employee. She also stated that the comp board would allow the Clerk's Office to use it as temporary employment and that she found out the Clerk's Office would be saving money by hiring a part-time employee rather than paying a temp agency for temporary help. Mrs. Callahan stated that with the temporary help they have now, they were able to keep the office open all day on Wednesdays and that she would like for the part-time position to become effective now.

Mr. Whittington's stated that it was the Board's policy that if a part-time position was created, the most qualified person needed to be hired and registered with the VEC. Mrs. Callahan stated that if that was what they had to do to get the funding from the County, they would follow the policy of hiring the most qualified person.

Mrs. Parson stated that there was a request for an increase of \$1,000 in Professional Services. Mrs. Callahan stated that it was being requested due to the auditor's services because they did not know how much they would charge but she thought the cost was a little higher this year and would be checking on it. She also stated that she realized they had not upgraded their computer systems as they thought and that in order to keep up with technology, they were requesting \$3,000 under maintenance contracts to replace one monitor in the courtroom. Mrs. Parson stated that \$4600 should be on the line item for ADP Equipment. Mrs. Callahan stated that she was requesting an increase in postal services from \$3150 to \$4200 due to an increase in postage. There was a consensus to decrease postage to \$3500.

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#### In Re: Board of Supervisors

Mrs. Parson stated that there were \$15,000 budgeted for Professional Services and the request was for \$20,000 because of the amount spent already at the six months period was \$15,945 and Staff recommended an increase of \$5,000. She stated that telecommunications was increased from \$1250 to \$1500 based on the usage today of \$900; a decrease in Public Liability Insurance from \$5400 to \$5200; a decrease in Dues and Associations from \$3,200 to \$3,500 and a decrease in Office supplies from \$2,750 to \$3,000.

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#### In Re: Administration

Mrs. Parson stated that it was level funding except for a decrease in Dues and Associations from \$2,800 to \$2,500 and a decrease in Books and Subscriptions from \$1,000 to \$800.

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#### In Re: County Attorney

Mrs. Parson stated that the line item for Professional Services decreased from \$70,000 to \$43,000; Legal Services increased from \$25,000 to \$40,000; Telecommunications increased from \$100 to \$200 based on current usage; Travel and Training decreased from \$650 to \$600 and Office Supplies increased from \$600 to \$700. Mrs. Parson stated that it totaled a \$12,000 decrease.

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#### In Re: Reassessment

Mrs. Parson stated that there was not a lot to compare for this fiscal year. She stated that requested for the Boards and Commissions was \$15,000 and that they had just started meeting but would have to have regular meetings plus be out in the field. She stated that Contractual

Services was set for \$53,000; Advertising at \$500; Postage at \$5,000; Travel and Training at \$700 and Office Supplies at \$300, totaling a proposed budget of \$74,500.

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In Re: Magistrate

Mrs. Parson stated that a request was not received from Magistrate this year and that the funding they required was very minimal at about \$1500 so Staff plugged in level funding for next year.

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In Re: Geographic Information Systems – Kathie Howerton

Mrs. Parson stated that Maintenance contracts increased from \$5,967 to \$6,500 due to the GPS software; Travel and Training increased from \$1,000 to \$1,600 due to the two training classes she attended each year that had been combined in to one. She also stated the there was a \$1100 increase due to a training workshop, hotel room and meals due to she was tasked with going out in the field to gather GPS points for the water and sewer department.

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In Re: IT Department – Virtualization Project

Mr. Parson stated that the IT Department had requested that the departments of the Water and Sewer Authority, the Sheriff's Office, the Commonwealth Attorney and the IT Department, was looking to purchase new equipment to put in the Phoenix Building as a backup for all of the equipment here and the E911 system totaling about \$20,000. She stated that each of the departments had put in a request for its share/portion of the \$20,000 needed.

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In Re: Building - Mike Veliky

Mr. Veliky stated that there was a increase in professional services of \$125; and increase in Maintenance contracts up to \$200; an increase in telecommunications from \$75 to \$100; a decrease in insurance on vehicles from \$1800 to \$1700; an increase in Dues and Associations from \$200 to \$235; an increase in vehicle supplies from \$1500 to \$3,000; with a total budget slightly increased approximately \$3,000.

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In Re: Planning – Lin Pope

Mrs. Parson stated that for repair and maintenance, \$150 was budgeted for this year and \$0 for next year. Mr. Pope requested that it be increased to \$50. In Professional Services – Comp Plan budget for next year was \$2,000 but Mr. Pope stated that he needed it budgeted for this year in the amount of \$2,000.

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In Re: Street Lights – Lin Pope

Mrs. Parson stated that under the line item for street lighting – energy, budgeted last year was \$22,000 and the request for this year was \$24,000; street signs \$1500 was budgeted for this year and \$1,000 was being requested for next year. Mrs. Parson stated that there was a slight increase in the total budget of about \$2,000.

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In Re: Budget Initiatives

Mr. Whittington stated that in August, 2013, Phase III of the Education Center would be open for business. He stated that the VEC would be moving from the third floor location of the Government Building to Phase III, along with Longwood University using three classrooms and SVCC using two or three classrooms. He also stated that Staff had planned that there be personnel at the front desk of the lobby of the Golden Leaf Commons and had been planning to staff that position from 8:00 a.m. to 7:00 p.m. He then stated that Staff was looking at three part-time positions and that some of the rent received from VEC and Longwood University would exceed the debt service payments and that the excess money would be put towards the three part-time positions. Mr. Whittington stated that the three positions would be \$32,700 with FICA to be paid as well. He also stated that rent money would be coming from the SPACE Program that would also contributed towards the positions and that SVCC would be committing money towards the positions as well.

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In Re: Kathie Howerton – Golden Leaf Commons

Mrs. Parson stated that in the line item for Housekeeping, \$300 was being requested. Mrs. Howerton stated that in the past, Staff had borrowed housekeeping supplies from this building, the Sheriff's Office and the College, so this year she wanted to request a budget to purchase items for the Golden Leaf Commons only. Mrs. Parson stated that budgeted for the current year under repair and maintenance supplies was \$250 and the request for this year was for \$1,500 due to issues with the ice maker and the refrigerator. Mrs. Parson stated that under furniture and fixtures, there were several items she was requesting funding for which totaled \$5,410. Mrs. Howerton stated that currently the Golden Leaf had a total of 350 chairs which was the original purchase. She stated that it was advertised that the building had a capacity for 500 and that when Phase III was completed, the building would be able to hold 500 and that was why she was requesting funding to purchase the extra chairs and tables. Mrs. Howerton stated that it

would be split between two years/budgets, FY2014 and FY2015. She stated that for FY2014 she would purchase 75 chairs and the like amount in FY2015.

Mrs. Howerton stated that constantly when the Golden Leaf is shown or rented, she always ask why was the building chosen. She stated that the majority of the renters have stated that because it was the cheapest in the area. She also stated that she went out in to the surrounding areas to find out what other facilities were charging and compared it to Paul D. Camp in Franklin, the local Boys and Girls Club and the Old Towne Civic Center in Petersburg. She then gave the amounts among all facilities including the time period and the days requested. Mrs. Howerton stated that another issue she had was the extra day offered to a renter at \$50 and that she recommend that the charge be at least half price of what it would cost for that day. She then stated that her recommendation was that on Friday and Saturday to increase the renter's fee up to \$900 and to change the second day rental to reflect half price.

There was a consensus to review the recommendations before making a final decision and to look how much time it was costing the County employee to keep the building clean.

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In Re: Sheriff's Office – Sheriff James Edwards, Jr.

Mrs. Parson addressed the Board of Supervisors stating that under the line item for Repair & Maintenance on the E-911 Equipment, an increase is recommended from \$12,500 to \$18,000. Sheriff Edwards stated that Mr. Veliky could probably explain it better. He stated that it was a lot of equipment and there was no way of recording the phone lines that was supposed to be included with the package but was not. Supervisor Ferguson asked why no monies had been spent in FY2013. The Sheriff responded again that it was a question for Mr. Veliky and that the Sheriff's Office worked with Mr. Veliky regarding the E-911 equipment. Mrs. Parson stated that Mr. Veliky would be attending the meeting to explain some of the increases. Maintenance Contracts had a recommended increase of from \$10,800 to \$11,000 due to the Micro-Data contract; Property Insurance had a recommended increase from \$1,200 to \$1,250; Insurance-Vehicles had a recommended increase from \$15,000 to \$15,800; Police Supplies had a recommended increase from \$4,000 to \$5,000; Wearing Apparel recommended increase from \$7,000 to \$9,000; Capital Outlay-Office Furniture recommended increase from \$1,400 to 4,600; Capital Outlay-Vehicles recommended from \$60,000 to \$62,000. Mrs. Parson stated that the Sheriff was requesting radar equipment in the amount of \$8,068 and submitted a request for \$4,600 for office furniture, \$62,000 for the purchase of three vehicles and \$5,140 for his portion of the virtualization project.

Supervisor Ferguson asked Mr. Veliky why an increase was being recommended for Repairs & Maintenance/E-911 Equipment. Mr. Veliky stated that the maintenance with Micro-Data had to be paid once a year. He stated that it general increased every year due to the telephones and radios. Mr. Veliky stated that it is normally billed during the months of May or June.



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In Re: School Resource Officers – Sheriff James Edwards, Jr.

Sheriff Edwards stated that with some of the events that had happened around the world, the County was lucky to have four schools with only two resource officers and no devastating event to happen. He stated that he would be requesting from the Board of Supervisors, as well as City Council, two additional School Resource Officers to fill all of the schools and to have an edge on first responders of the scene. He then stated that the Sheriff's Office employees had taken the initiative and had some training to make sure all officers were properly trained.

Mr. Whittington stated that should the Board of Supervisors consider the Sheriff's request, the \$80,615 in the budget was for two officers so it would need to be doubled to accommodate the request for two additional officers which would be \$162,000.

Mrs. Parson stated that a vehicle had also been requested in the School Resource Officer's budget in the amount of \$30,000.

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In Re: Commonwealth's Attorney Office – Patricia Watson

Mrs. Watson stated that she would like to touch on the comments by the Sheriff regarding School Resource Officers. She stated that it was not just the High School and Wyatt Middle School but also Belfield and the Elementary School due to the ages of some of the juveniles being prosecuted.

Mrs. Parson stated that she noticed in Mrs. Watson's request that there was a request for trash receptacles. Mrs. Watson stated that it was the big dumpsters located on the outside. Mrs. Parson stated that Mrs. Watson was requesting an increase in Temporary Help from \$3,290 to \$5,000. Mrs. Watson stated that it was a Comp Board request. Electrical Services decreased from \$12,000 to \$7,500; water and sewer services increased from \$1,200 to \$1,500; Insurance-Property increased from \$1,200 to \$1,667; Lease of Equipment increased from \$500 to \$4,000 due to the big copier; Travel and Training increased from \$6,000 to \$6,500; Fees & Permits increased from \$1,212 to \$1,500. It was noted that the \$400 included in this cost should be put in another line item making the request \$1,100. Office Supplies increased from \$5,000 to \$10,000 which was a Comp Board request also. Books and Subscriptions increased from \$1,200 to \$1,500 and the Virtualization Project portion in the amount of \$5,140.

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In Re: Department of Social Services – John Holtkamp

Mr. Holtkamp addressed the Board of Supervisors and gave them a handout of the department's budget. Mr. Holtkamp reviewed the budget and stated that the Department of Social Services was requesting level funding in the amount of \$244,605. He stated that at the

end of the year, the state and the federal entities awarded the department additional funding in the amount of \$98,000. He then stated that in terms of operational expenditures, Greenville County provided 55.3% and the City of Emporia provided 44.7% which was approximately the break that came out between the county and the caseload/population formula used to divide expenses. He also reviewed the caseloads between the City and the County. Mr. Holtkamp stated that he was requesting to create five lead workers out of his current staff to include two eligible lead workers; two services lead workers and an administrative lead worker. He also stated that these persons would be given a five percent pay increase. He then stated that the second request was for tuition reimbursement in the amount of \$10,000 to encourage their workers in pursuing an education and finally a request in pay increases regarding pay for performance. Mr. Holtkamp stated that the cost to the County for the proposed three requests would be \$51,600 for the next year and that the federal and state reimbursement for those costs would be \$40,990 which would leave a total cost to the County/City in the amount \$10,610. He stated that with the past funds that had been allotted and not used were the reason an increase in the budget was not needed but level funding would be needed to carry out the three proposed requests.

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Vice-Chairman Ferguson declared a ten minute break.

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Vice-Chairman Ferguson reconvened the meeting.

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In Re: Health Department

Mrs. Parson stated that the local Health Department had not submitted a request and at this point, level funding was being recommended in the amount of \$97,410.

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In Re: Mental Health and Mental Retardation – District 19

Mrs. Parson stated that that there was a slight increase from \$48,019 to \$49,459.

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In Re: Comprehensive Services

Mrs. Parson stated that Dr. Worrell would address it when he came in regarding to the school budget.

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In Re: CARES Request

Mrs. Parson stated that there was no longer a CARES Sponsor. She stated that the County had received a request from a parent who was trying to get the County involved in the CARES Program for her child's class.

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In Re: Closed Session

Mr. Whittington, County Administrator, stated that Staff recommended the Board go into Closed Session, Section 2.2-3711 (a) 7) Legal Matters.

Supervisor Lee moved, seconded by Supervisor Vaughan, to go into Closed Session, as recommended by Staff. Voting aye: Supervisors Lee, Vaughan and Vice-Chairman Ferguson.

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In Re: Regular Session

Supervisor Lee moved, seconded by Supervisor Vaughan, to go into Regular Session. Voting aye: Supervisors Lee, Vaughan and Vice-Chairman Ferguson.

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In Re: Certification of Closed Meeting – Resolution #13-108

Supervisor Lee moved, seconded by Supervisor Vaughan, to adopt the following Resolution. A roll call vote was taken, as follows: Supervisor Lee, aye; Supervisor Vaughan, aye; and Vice-Chairman Ferguson, aye.

**RESOLUTION #13-108  
CERTIFICATION OF CLOSED MEETING**

**WHEREAS**, the Greensville County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification by the Greensville County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law:

**NOW, THEREFORE, BE IT RESOLVED** that the Greensville County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public

business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Greenville County Board of Supervisors.

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Vice-Chairman Ferguson recessed the meeting until Monday, March 4, 2012, at 1:00 P.M.

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#### Adjournment

With there being no further business to discuss, Supervisor Vaughan moved, seconded by Supervisor Lee, to adjourn the meeting. Voting aye: Supervisors Lee, Vaughan and Vice-Chairman Ferguson.

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Michael W. Ferguson, Vice-Chairman

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K. David Whittington, Clerk